



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: TES Data Entry Clerk –Hourly (Temporary Employment Services- Limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 19-25	ISSUE DATE: 7/9/25 CLOSING DATE: 7/24/25
SALARY RANGE: \$20.00 - \$22.00 per hour		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Animal Health, Ewing, NJ		
JOB DESCRIPTION		
Under the direction of the a supervisory official in the Division of Animal Health, Department of Agriculture, the responsibilities of the position include, but are not limited to: transferring data from paper format into computer files or database systems using keyboards, data recorders, or optical scanners; inputting data provided directly from customers; creating accurate spreadsheets containing large numbers of figures with minimal errors; verifying data by comparing it to source documents; updating existing data; retrieving data from the database or electronic files as requested; performing regular backups to ensure data preservation; sorting and organizing paperwork after entering data; answering the telephone and routing calls and answering questions; performing other related duties as needed.		
REQUIREMENTS		
EXPERIENCE: Candidate should have experience performing clerical duties and data entry experience; proficient in Microsoft Office, specifically Excel; organizational, planning and time management skills; ability to prioritize work; attention to detail and accuracy; problem-solving and teamwork.		
FOREIGN DEGREES: Degrees and/or transcripts issued by a college of university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submit and failure to submit the required evaluation may result in an ineligibility determination.		
LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.		
AUTHORIZATION TO WORK: Appointee must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.		
NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.		
IMPORTANT NOTICE		
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		
ELECTRONIC FILING INSTRUCTIONS		
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov .		
SAME PROGRAM INFORMATION		
SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3		
BENEFITS		
* Pursuant to the State/Department’s policy, procedures and/or guidelines		
TES benefits include: Earned Sick time		

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer